



**Committee for Public Counsel Services  
Children and Family Law Program  
44 Bromfield Street  
Boston, MA 02108  
(617) 482-6212  
Fax: (617) 988-8455**

TO: Applicants for CPCS Children and Family Law Appellate Certification  
FROM: Amy Karp, Training Director, Children and Family Law Program

The Committee for Public Counsel Services is accepting applications for the Children and Family Law ("CAFL") Appellate Panel Certification Training Program. Applicants must attend the one-day appellate training program on Thursday, November 17, 2005 in Worcester and either: (a) be certified to accept trial level CAFL assignments, or (b) attend the first three days of the CAFL trial panel certification training program on September 12, 13, 14, 2005 in Holyoke or October 17, 18, 19, 2005 in Boston. Three (3) copies of the application including references must be received at the CAFL administrative office no later than **Monday, August 8, 2005** to be considered, or they will be returned without review. For attorneys who have already taken the trial panel certification training prior to September 2005, the application deadline is **Monday October 3, 2005**.

To be considered, applicants must have two years of legal experience in the field of state intervention law or substantial appellate experience, and demonstrated proficiency in legal research and writing. Certification is a competitive process; not all applicants will be admitted to the CAFL appellate training. Please submit three (3) completed applications to: Rita Caso, Certification Coordinator, Children and Family Law Program, 44 Bromfield Street, Boston, MA 02108. If you have specific questions regarding the appellate panel certification process please call Rita Caso at (617) 988-8444 or Amy Karp, Training Director, at (617) 988-8382. No portion of the application, including writing samples, will be returned. We will not review incomplete applications.

Applicants will be notified in August or October, 2005 whether they have been admitted to the training. All trainings will be held at the MCLE Conference Center, 10 Winter St., Boston, MA. MCLE will bill you directly and you must pay MCLE in advance of the training to reserve your seat in the program. Please do not submit payment to MCLE until you have received confirmation from CPCS that you have been accepted into the training. No continuing legal education credits for CAFL trial certification will be awarded for attendance at this training.

**APPLICATION FOR CHILDREN AND FAMILY LAW**  
**APPELLATE CERTIFICATION TRAINING**  
**THURSDAY, NOVEMBER 17, 2005**  
**9:30 am to 4:30 pm**

**APPLICATION DEADLINES**

**Monday August 8, 2005 (attorneys who are new to panel)**  
**Monday October 3, 2005 (attorneys who have taken panel training)**

**Please submit three (3) copies of the application to:**  
**Rita Caso, Certification Coordinator**  
**Children and Family Law Program**  
**Committee for Public Counsel Services**  
**44 Bromfield Street**  
**Boston, MA 02108**

**A. APPLICATION**

Kindly provide the information requested below. Attach extra pages to answer questions 3 through 12.

1. Name  
Law Firm  
Office Address  
Telephone  
Fax  
E-Mail Address:
2. BBO Number  
Date of admission to Mass. Bar  
Date of admission to other Bars:  
State  
Date  
Law School(s) and date of graduation
3. Please attach a current resume describing your education and employment history.
4. Are you currently a member of the CAFL trial panel? If so, please briefly describe your CAFL experience.
5. Please list appeals in which you have participated. Briefly explain your involvement in each appeal.
6. Please describe your trial experience in a brief paragraph.

7. Please list specialized appellate skills training programs, and any other relevant training programs that you have attended within the last five years, including sponsors, locations and approximate dates.
8. Please describe any other experience representing or working with children, adolescents, and families. If you have served on any panels representing indigent clients, please list the panel and the dates of your service.
9. (a) Have you ever been disbarred, suspended, reprimanded, censured or otherwise formally disciplined, publicly or privately, as an attorney, as a member of any other profession or as a holder of any public office, whether in Massachusetts or elsewhere? If so, please explain.  
  
(b) Have you ever been removed from a panel, suspended or otherwise disciplined by CPCS for any period? If so, please explain.  
  
(c) Are any charges or complaints now pending before any court or agency (including but not limited to the Committee for Public Counsel Services) concerning your conduct as an attorney, as a member of any other profession or as a holder of any public office, whether in Massachusetts or otherwise? If so, please explain.
10. Do you speak any foreign languages? What is your level of fluency?
11. CPCS is committed to assuring that the panel of CAFL appellate attorneys is sensitive to the diversity of the client population it serves. What background, experience, and perspectives would you bring to the panel which would further the goal of maintaining a diverse panel that provides high quality legal representation?
12. Please briefly state the reasons you have applied for membership on the CAFL appellate panel.
13. Please enclose two legal writing samples, not to exceed thirty pages in the aggregate, which display substantial *legal* analysis. Do not submit a moot court brief, a court investigator or guardian ad litem report, proposed findings of fact or a pre-trial memorandum. Appellate briefs and legal memoranda concerning family law issues are preferred.

I hereby certify that the information provided in connection with the above questions is true and correct.

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Date

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Signature

## **B. REFERENCES**

Applicants must send the enclosed Reference Forms to two references who have knowledge of the applicant's qualifications, character, integrity, thoroughness and research and writing ability. The Reference Forms should be submitted to the CAFL program directly by the person providing the reference, rather than by the applicant. Applications must be received no later than Monday, August 8, or Monday, October 3, 2005. Please make sure that your references are aware of this date.

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Attorney \_\_\_\_\_ (the applicant) has applied for inclusion on the Committee for Public Counsel Services' panel of attorneys who are certified to handle appeals of children and family law cases. The applicant has given your name as a reference. We would appreciate it if you would provide us with the following information:

1. How long have you known the applicant?
  
2. In what capacity have you worked (or been associated) with the applicant?
  
3. Please assess the applicant's:

A. Writing abilities:

Excellent \_\_\_\_\_  
Good \_\_\_\_\_  
Acceptable \_\_\_\_\_  
Poor \_\_\_\_\_  
No basis for  
opinion \_\_\_\_\_  
Comments:

B. Research abilities:

Excellent \_\_\_\_\_  
Good \_\_\_\_\_  
Acceptable \_\_\_\_\_  
Poor \_\_\_\_\_  
No basis for  
opinion \_\_\_\_\_  
Comments:

C. Ability to spot legal issues

Excellent \_\_\_\_\_  
Good \_\_\_\_\_  
Acceptable \_\_\_\_\_  
Poor \_\_\_\_\_  
No basis for  
opinion \_\_\_\_\_  
Comments:

D. Knowledge of the law regarding child welfare (care and protection and adoption consent) cases

Excellent \_\_\_\_\_  
Good \_\_\_\_\_  
Acceptable \_\_\_\_\_  
Poor \_\_\_\_\_  
No basis for  
opinion \_\_\_\_\_  
Comments:

E. Ability to organize time and meet deadlines

Excellent \_\_\_\_\_  
Good \_\_\_\_\_  
Acceptable \_\_\_\_\_  
Poor \_\_\_\_\_  
No basis for  
opinion \_\_\_\_\_  
Comments:

4. Briefly summarize your evaluation of the applicant's ability to handle appeals, including an assessment of strengths and weaknesses, or, if unable to comment on said ability, please comment on the applicant's general legal abilities.

*Kindly send reference to Rita Caso, Certification Coordinator, Children and Family Law Program, Committee for Public Counsel Services, 44 Bromfield Street, Boston, MA 02108, by **Monday, August 8<sup>th</sup>**, or **Monday, October 3, 2005**.*